Creating an Inbox Rule in Outlook 2011 (Mac)

Use the following instructions to create an Inbox rule on the Outlook 2011 for Mac.

1. On the **Tools** menu, click **Rules**.
2. In the left pane of the **Rules** dialog box, do one of the following:

TO	DO THIS
Create a rule that runs on your computer while Outlook is open	Under **ON MY COMPUTER**, click the account type.
Create a rule that runs on the Exchange server (this option is only available for accounts managed by Microsoft Exchange Server 2010 or later)	Under **EXCHANGE SERVERS**, click the account name.

3. Click **Add.**
4. In the **Rule name** box, type a name for the rule.
5. Under **When a new message arrives**, on the leftmost pop-up menu, click the type of information that you want to identify.

    For most criteria, you move from left to right to use more pop-up menus or text boxes. For example, to identify all messages sent from coworkers, the criterion could be "**From**" "**Contains**" "**@alpineskihouse.com**".

    For rules saved on the Exchange server, follow this procedure:

    1. In the leftmost pop-up menu of the criteria, select a field that contains text, such as **From**, **Recipients**, or **Subject**.
    2. Moving to the right, in the second pop-up menu, select **Contains**.
    3. Click **Add search terms**, and then in the search list, click **Add** for each term that you want to add.

        Note: For rules saved on your computer, you can use the pop-up menu above the criteria to select If Any Criteria Are Met or other options.

6. To remove one of the criteria, click the **minus sign**. To add additional criteria, click the **plus sign**.
7. Under **Do the following**, specify the actions that you want performed.
8. Click **OK.**